

Town of Rowe
Board of Selectmen – Minutes
Thursday, August 22, 2019 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Chuck Sokol at 6:30 p.m.

Announcement of recording devices: two recording devices

Present: Chair Chuck Sokol, Ed Silva, Selectman
Executive Secretary Janice Boudreau

Absent: Vice-Chair Jennifer Morse

Audience: Jeffrey Blake, Esq. from KP Law, Administrative Assistant Paul McLatchy III, Treasurer Joanne Semanie

Scheduled Presentations/Joint Meetings

A. 6:30PM Kopelman & Paige - Jeffrey Blake, Esq.:

Mr. Blake presented an overview of town counsel services of Kopelman & Paige (KP Law) offered to municipalities. Included in the presentation were processes, and the specialty areas and cost. He explained that he would be the lead attorney and other attorneys would be assigned to cover specialized areas as the need arose. Mr. Blake discussed the steps to retain services and the transition and that he would be the point of contact attorney and said the town assigns a point person which is usually the Board of Selectmen Chair. He presented documents explaining services providing greater detail. A proposal would be sent from KP Law for review.

Jeffrey Blake, Esq. left the meeting at 7:23 p.m.

B. Treasurer Job Posting: Following her resignation, Treasurer Semanie discussed the position and Rowe needs for the position. She discussed the needs of the next few months and that there would be a need to borrow money due to cash flow issues with income from taxes and recommended going to a quarterly billing system rather than bi-annually. In addition, more borrowing would be needed for the broadband project, most likely \$200,000.00. There was discussion about the reorganization of the position and make it a Treasurer/Collector position to attract a candidate with more training. It was noted there was frequent turnover in the position and that it required a skilled person with appropriate background. Discussion continued about the role of the Administrative Assistant and responsibilities to learn payroll as a backup to the Treasurer. There was discussion about which the office to use for the new Treasurer and the best way to transition. It was agreed to prepare a Special Town Meeting Warrant and include an article for adding \$5356.00 to the Town Treasurer position to attract a more qualified candidate.

C. 7:00PM Administrative Assistant to the Boards: Administrative Assistant Paul McLatchy III asked to be able to remain in his current position at the Post Office until his resignation at the end of October. He recognized that it cut into his administrative time and thanked the board for understanding.

Noteworthy Announcements: None

Correspondence/Citizen Comments as received: Mailed reviewed, no action required

Municipal Light Plant Broadband Project Updates and Discussion: No Update Needed

Liaison Reports (DPW, Fire, Police, Town Hall)

- Selectman Silva: DPW Liaison Selectman Silva reported the DPW had completed work on County Road, the driveway patching at the school had taken place and ditches on Ford Hill Road were taken care of. Roads will be re-stripped in the next few weeks. Highway Superintendent was asked to write down his duties as a job description for future review.
- Chair Sokol: Chair Sokol, Liaison to Town Hall said items were discussed earlier in the meeting.

Selectboard Business

New Business

Treasurer Job Posting: Tabled until next meeting.

Old Business

1. Continued discussion:

- a. Town Counsel: More discussion will take place at next meeting.
- b. Employee Handbook and Policies Revisions: tabled until a later date
- c. Employee Evaluation Procedures and Timelines: tabled until a later date
- d. Comp Time Policy: tabled until a later date
- e. Employee Complaint Procedure: tabled until a later date
- f. Cannabis Cultivation Facility: tabled until a later date
- g. E-Mail Policies, Data Policy, Contracted IT services, E-Mail Migration: tabled until a later date
- h. Open Space Committee: Vice-Chair Morse will have appointments at next meeting.
- i. Emergency Action Plan for Mill Pond Dam and Pelham Lake Dam: Vice-Chair Morse scheduled a meeting to discuss the Emergency Action Plans for the town dams with Police Chief, Fire Chief, Park Ranger and Dam Keepers and that Selectman Silva would also attend.
- j. Bylaw Committee Recommendations: Waiting for Town Counsel review
- k. Town Administrator: tabled until a later date
- j. Beautification of the Broadband Hut: Selectman Silva learned that a gabled roof and siding could be added to the Broadband Hut without affecting the hut's warranty. He was working on obtaining quotations to enhance the appearance of the hut.
- l. Town-Wide Calling System Use Policy: Members reviewed a Town-Wide Calling System Use Policy Draft. Executive Secretary reported that on average 2 calls per month were made. The policy included forming two new options for citizens to receive emergency or important information only and opt out of event messages. An email only option was available.

Motion to Adopt Policy: Chair Sokol made a motion to adopt the Town-Wide Calling System Policy as written. The motion, seconded by Selectman Silva, was accepted. (vote: 2-0-0)

- m. Summer Youth Programs Structure: Selectman Silva requested that a meeting be set up with Park Manager, Highway Superintendent and the Park Commission to discuss changing the Summer Youth Program Structure. It was agreed to set up a meeting in the near future.
- n. Scanlon & Associates Understanding of Services for Audit: Members reviewed the Engagement Letter confirming the understanding of services for an audit of year ending June 30, 2019.

Motion to Approve Services: Chair Sokol made a motion to sign the Understanding of Services from Scanlon & Associates, LLC for an audit review of the year ending June 30, 2019 for the amount of \$16,500.00. The motion, seconded by Selectman Silva, was accepted. (vote: 2-0-0)

- o. Library Agreement for Services for Ramp Replacement: Members reviewed the Agreement for Services from Hilltown Demolition, LLC. for Library Ramp Replacement approved by the Library Commissioners following bidding process.

Motion to Approve Services: Chair Sokol made a motion to sign the Agreement for Services from Hilltown Demolition, LLC. for Library Ramp Replacement not to exceed \$10,289.00. The motion, seconded by Selectman Silva, was accepted. (vote: 2-0-0)

- p. Northeast IT Fiber Installation Proposal: Members reviewed the Fiber Installation Quotation from Northeast IT Systems, Inc. for equipment needed to facilitate broadband in Town Hall, Safety Complex and Highway Garage for a shared network.

Motion to Approve Proposal: Chair Sokol made a motion to approve the Fiber Installation Quotation from Northeast IT Systems, Inc. for equipment needed to facilitate broadband in Town Hall, Safety Complex and Highway Garage for the amount of \$2,108.96. The motion, seconded by Selectman Silva, was accepted. (vote:2-0-0)

- q. Annual FC Sheriff's Office for Regional Dog Control Services: Members reviewed the Agreement by and between the Franklin County Sheriff's Office for Regional Dog Control Services and supporting documents.

Motion to Approve Services: Chair Sokol made a motion to sign the Agreement by and between the Franklin County Sheriff's Office for Regional Dog Control Services for the period of July 1, 2019 and June 30, 2020. The motion, seconded by Selectman Silva, was accepted. (vote: 2-0-0)

- r. Town of Shelburne Agreement for Sharing the Temporary Bridge Rental Agreement: Members reviewed the Town of Shelburne Agreement for Sharing the Temporary Bridge Rental Agreement for the King's Highway Bridge Replacement Project.

Motion to Approve Agreement: Chair Sokol made a motion to sign the Agreement with the Town of Shelburne for Sharing the Temporary Bridge Rental for the King's Highway Bridge Replacement Project. The motion, seconded by Selectman Silva, was accepted. (vote: 2-0-0)

- r. Accountant Request for Accounts Review: Town Accountant requested review of some Special Projects Accounts to determine if they could be closed if work was completed. It was agreed to close out the Gazebo replacement fund with \$7,401.42 remaining and the Town Hall Cement Sidewalk Repair for \$3,500.00.

2. Follow-up on action items:

Job Descriptions: Job descriptions and having employees sign off on them was discussed.
Hire Letters: Hire letters and what should be included for permanent employee files was discussed.

Meeting Minutes

Motion to accept Minutes of July 11, 2019: Upon review, a motion was made by Chair Sokol to accept the Minutes of July 11, 2019 as written. The motion, seconded Selectman Silva, was accepted. (vote: 2-0-0)

Motion to accept Minutes of July 24, 2019: Upon review, a motion was made by Chair Sokol to accept the Minutes of July 24, 2019 as written. The motion, seconded Selectman Silva, was accepted. (vote: 2-0-0)

Motion to accept Minutes of August 8, 2019: Upon review, a motion was made by Chair Sokol to accept the Minutes of August 8, 2019 as written. The motion, seconded Selectman Silva, was accepted. (vote: 2-0-0)

WARRANTS:

Chair Sokol reported FY20 W05 and Payroll FY20 W04 were reviewed and signed.

Adjournment:

Seeing no further business, Chair Sokol made a motion to adjourn the Meeting at 8:57 p.m. The motion, seconded by Selectman Silva, was accepted. (vote: 2-0-0)

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: _____

Approved:



Chuck Sokol, Chair

Selectman Jennifer Morse, Vice-Chair



Selectman Ed Silva

Documents:

- Agenda 8/22/19
- Action Items from 8/8/19
- DRAFT Minutes 7/11/19, 7/24/19 and 08/08/19
- Scanlon & Associates Understanding of Services for Audit
- Library Agreement for Services for Ramp Replacement
- Northeast IT Fiber Installation Proposal
- Annual FC Sheriff's Office for Regional Dog Control Services
- Accountant Request for Accounts Review
- Town of Shelburne Agreement – King's Highway Bridge
- Draft Town Wide Calling System Policy
- Administrative Assistant Updates
- KP Law – Proposal for Town Counsel Legal Services
- Vice-Chair Email Re: EAP & Open Space Committee
- Accountant Email Re: Treasurer Position

Mail:

- FRCOG re: Shared Services for Fire/EMS
- FCRHRA Report
- Letter – Yankee Atomic Electric Company re: Mass Works 2019 Application
- FRCOG Invitation to Municipal Vulnerability Preparedness Program
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